

**Housing Finance Authority of Leon County  
November 8, 2018  
Meeting Minutes**

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**MEMBERS PRESENT:** Mr. Tom Lewis, Chairman  
Ms. Marnie George, Vice-Chair  
Mr. Andrew Gay, Treasurer  
Dr. Jeffrey Sharkey, Secretary  
Ms. Gail Milon  
Mr. Mike Rogers  
Mr. Allen Stucks

**ADMINISTRATOR:** Mr. Mark Hendrickson  
Ms. Susan Leigh

**HFA LEGAL COUNSEL:** Mr. Mark Mustian

**COUNTY STAFF:** Mr. Shington Lamy  
Mr. Kevin McCarthy  
Mr. Scott Ross

**COUNTY ATTORNEY:** Mr. Dan Rigo

**GUESTS PRESENT:** None

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**Call to Order by Chairman Lewis**

With a quorum present, Chairman Lewis called the HFA meeting to order at 12:00 P.M.

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**Agenda Item #1: Membership Roll Call**

Staff called the Membership Roll and attending members were Chairman Lewis, Vice-Chair George, Treasurer Gay, Secretary Sharkey, Ms. Milon, Mr. Rogers, and Mr. Stucks.

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**Agenda Item #2: Approval of the November 8, 2018, Agenda**

**Action Taken:** Chairman Lewis called for a motion for approval of the November 8, 2018 Meeting Agenda. Mr. Stucks motioned to approve, and it was 2<sup>nd</sup> by Mr. Rogers. Motion passed unanimously.

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**Agenda Item #3: Approval of the September 13, 2018 Minutes**

**Action Taken:** Chairman Lewis called for a motion for approval of the September 13, 2018 Meeting Minutes. Mr. Stucks motioned to approve, and it was 2<sup>nd</sup> by Mr. Rogers. Motion passed unanimously.

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**Agenda Item #4**                      **Public Comment**

There was no public comment.

**Action Taken:**                      No action taken

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**Agenda Items #5A-5D**              **Financial Reports and Budget**

Treasurer Gay presented the Financial Reports, including the Fiscal Year 2017-2018 final balance sheet and final expenditures and income v. budget, and the October 31 balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals.

Action Taken: 5A                      Mr. Stucks motioned to accept the Fiscal Year 2017-2018 Year-End Financial Statement, and it was 2<sup>nd</sup> by Secretary Sharkey. Motion passed unanimously.

Action Taken: 5B                      Vice-Chair George motioned to accept the October 31, 2018 Financial Statement and it was 2<sup>nd</sup> by Mr. Stucks. Motion passed unanimously

Action Taken: 5D                      Mr. Stucks motioned to approve the proposed Expenditure and Debit Card Approval list, and it was 2<sup>nd</sup> by Vice-Chair George. Motion passed unanimously.

Note: A copy of the Expenditure List is at the end of the minutes.

**Mr. Stucks requested that the FY 18-19 year-to-date income and expenditures v. budget report include a comparison to FY 16-17 and FY 17-18 (three years total).** Mr. Hendrickson stated that the change would be made to the report beginning with the December meeting.

A discussion of HFA sources of potential income followed. Chairman Lewis **directed Mr. Hendrickson to publicize to developers of rental housing that the HFA was open to multi-family bond issue applications.**

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**Agenda Item #6A:**                      **Emergency Repairs**

Mr. Hendrickson updated the Board on the Emergency Repair Program administered by the County. Mr. McCarthy reported that the County was fronting expenditures, and then submitting to the HFA for reimbursement.

**Action Taken:**                      No action taken.

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**Agenda Item #6B:**                      **Audit Update**

Treasurer Gay and Mr. Hendrickson reported that the audit was underway, and that a draft audit should be available for the Board prior to the December meeting, where it would be presented to the Board for approval. Mr. Hendrickson indicated that the final audit would then be submitted to the County.

**Action Taken:** No action taken.

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**Agenda Item #6C Real Estate**

Mr. Ross and Mr. Rigo reported on the County process that resulted in the selection of Ketchum Realty as the broker for the properties designated as affordable. Mr. Ross reported that final negotiations on the fees were in process, with the proposal being a 5% fee to Ketchum Realty for any sale over \$20,000, and a flat fee of \$1,000 for any property sold for less than \$20,000—with the same fee also being paid to another realtor if they found the buyer of the property. He also stated that Ketchum Realty had requested a \$500 fee to be paid upfront on each property. A discussion followed, related to the \$500 fee, who would pay it, and if all properties warranted the MLS listed (value not sufficient to cover \$500 and up to \$2,000 broker fees). Mr. Rogers and Ms. Leigh reported that they were still working on their site visits to each property, and that they would have recommendations on which properties merited the payment of the upfront fee. Mr. Ross indicated that the County would pay the fee on some properties, that Ketchum would waive the fee on some, and that he was requesting the HFA to pay the fee on some (equivalent to County investment). He also indicated that in future fiscal years, he anticipated the County including funds in the budget for the payment of the upfront fees.

During the discussion it was also noted that some properties would be withheld from the for-sale list, when it was determined by the HFA and County that those properties were good candidates for the development of affordable housing in partnership with various non-profits.

**Action Taken:** Mr. Rogers motioned to approve the Ketchum proposal, that the County and HFA negotiate with Ketchum for the deferral of some of the upfront fees, that the HFA work with the County to determine which properties warranted the payment of the upfront fee, and that the HFA commit up to \$6,000 for the payment of the upfront fees, and was seconded by Mr. Stucks. Motion passed unanimously.

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**Agenda Item #6D Escambia County Quarterly Marketing Report**

Mr. Hendrickson stated that the required quarterly marketing report had been submitted to the Escambia County HFA.

**Action Taken:** No Action Required.

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**Agenda Item #6E Interlocal Agreement with Escambia County HFA**

Mr. Hendrickson reported on the plans of the Escambia County HFA to issue bonds for homeownership, in lieu of the continuation of the current program. He stated that they were offering to pay 0.1% per loan, as compared to the current 0.2% paid in the non-bond program. A discussion followed on the relative merits of the current program v. a bond program, the volume of loans originated in the program in Leon County, the long history of the relationship, the funding of DPA loans by Escambia County, the potential to explore other options for partnership, and the lack of use of MCC's by Leon County lenders (and the need for education by the HFA).

**Action Taken:** The Board directed Mr. Hendrickson to utilize Mr. Mustian, and to negotiate with Escambia County HFA for a fee of 0.2% in any bond program.

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**Agenda Item #6F Lakes at San Marcos Quarterly Occupancy Report**

Mr. Hendrickson reported that the occupancy was 95%.

**Action Taken:** No Action Required.

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**Agenda Item #6G Legal Update**

Mr. Mustian updated the Board on his activities.

**Action Taken:** The Board directed Mr. Mustian to participate in the negotiations with the Escambia County HFA.

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**Agenda Item #6H To-Do List**

Mr. Hendrickson reported that the to-do list was in the Board Packet..

**Action Taken:** No Action Required

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**Agenda Item #7A: New Business: Updates from County**

Mr. Lamy updated the Board on the County procurement process for an entity to serve as a Community Land Trust for the City and County, and on the Tallahassee-Leon County Housing Leadership Council.

Mr. McCarthy reported on the inclusion of the HFA in the publicity being generated by the County on the Emergency Repair Program.

**Action Taken:** The Board directed Mr. Hendrickson to schedule a brief training session at the December meeting on Community Land Trusts, to be conducted by the Florida Housing Coalition.

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**Agenda Item # 8: Adjournment**

On a motion by Mr. Stucks, 2<sup>nd</sup> by Vice-Chair George, that Board voted unanimously to adjourn the meeting at 1:38 P.M.

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Tom Lewis, Chairman

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Jeffrey Sharkey, Secretary      Date:

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	The Hendrickson Company	Administrator	9-15-18 to 10-14-18	\$ 3,583.33
	The Hendrickson Company	Administrator	10-15-18 to 11-14-18	\$ 3,583.33
<b>1051</b>	<b>The Hendrickson Company</b>	<b>Administrator</b>	<b>11/8/2018</b>	<b>\$ 7,166.66</b>
	The Hendrickson Company	Copying		
	<b>The Hendrickson Company</b>	<b>Copying</b>		<b>\$ -</b>
	Nabors Giblin & Nickerson	Legal	8-14-18 to 10-30-18	\$ 1,332.40
<b>1052</b>	<b>Nabors Giblin &amp; Nickerson</b>	<b>Legal</b>	<b>11/8/2018</b>	<b>\$ 1,332.40</b>
	Florida ALHFA	Annual Dues		\$ 500.00
<b>1053</b>	<b>Florida ALHFA</b>		<b>11/8/2018</b>	<b>\$ 500.00</b>
	Sadowski Education Effort	Other Business Expenses		\$2,500.00
<b>1054</b>	<b>Sadowski Education Effort</b>	<b>Other Business Expenses</b>	<b>11/8/2018</b>	<b>\$2,500.00</b>
	Florida Department of Economic Opportunity	Dues & Subscriptions	FY 18-19 Special District Fee	\$175.00
<b>1055</b>	<b>Florida Department of Economic Opportunity</b>	<b>Dues &amp; Subscriptions</b>	<b>11/8/2018</b>	<b>\$175.00</b>
DEBIT CARD	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	Jersey Mike's Subs	Operating Supplies: Lunch	9/13/2018	\$ 102.13
	Office Depot	Copying	11/3/2018	\$ 48.62
	Office Depot	Operating Supplies: Dividers		